

## **STUDENTS – Homeless Student Procedures**

It shall be the policy of the Board of Education of Saline County School District #76-0044, a.k.a. Dorchester Public Schools, to admit, as a student of the district, any homeless student who requests admission without charge.

### **Homeless Children**

Homeless children for purposes of these procedures generally include who lack a fixed, regular and adequate nighttime residence, as further defined by applicable federal and state law.

### **No Stigmatization or Segregation of Homeless Students**

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

### **Homeless Coordinator**

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that; (a) homeless children are identified by school personnel; (b) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (c) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (d) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (e) public notice of the education rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (f) enrollment disputes are mediated in accordance with law; and (g) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator May designate duties hereunder as the Homeless Coordinator determines to be appropriate.

### **Enrollment of and Services to Homeless Children**

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed.

Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (a) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (b) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin,

except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (a) if the homeless child's school of origin is in the Dorchester School District, and the homeless child continues to live in the Dorchester Public School District, transportation to and from the school or origin shall be provided by the Dorchester Public School District; and (b) if the homeless child lives in a school other than the Dorchester Public School District, but continues to attend the Dorchester Public School District based on it being the school of origin, the new school and the Dorchester Public School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Legal Reference:** (Neb. Rev. Stat. 79-215); NDE Rule 19; Every Student Succeeds Act of 2015, section 1031; McKinney-Vento Homeless Education Assistance Improvements Act of 2001, (42 U.S.C. 11431 et. seq.)

Adopted : 12-09-02

Last Reviewed : 5-14-19, 6-15-20, 5-10-21

**APPLICATION FOR STUDENT ADMISSION**

Application Process:

Step 1: Complete Parts I, II and III of this Application.

Step 2: Sign this Application in the presence of a notary.

Note: You will also need to provide the following documents:

- Birth certificate or other reliable proof of the child’s identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate (Note: You are hereby notified that state law requires that such proof of identity and age be given to the school within thirty days of enrollment (if enrollment without such has been allowed). If this requirement is not met, you will be given another notice advising you that unless you comply within ten days the matter will be referred to the local law enforcement agency for investigation. Any affidavit received as proof of the child’s identity and age that appears inaccurate or suspicious in form or content will be reported immediately to local law enforcement.
- Proof of immunization and proof of physical examination, or written objections signed by parent or legal guardian
- Durable power of attorney (delegation of parental powers)
- Student records from school last attended and release of student records form

**PART I—STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD SUBMITTED FOR PURPOSES OF SCHOOL ENROLLMENT**

I, the undersigned, state that I am an adult in legal or actual charge or control of \_\_\_\_\_ (*Child’s name*), a child who resides in this School District at \_\_\_\_\_ (*Child’s address*)

- 1) \_\_\_ I state that I am the child’s parent, or
- 2) \_\_\_ I state that I have been entrusted with, or have assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check **all** that apply):
  - a.) \_\_\_ a court or testamentary appointment as a legal guardian (*attach copy*) and/or
  - b. \_\_\_ a power of attorney delegating such parental powers (*attach copy*) and/or
  - c. \_\_\_ through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (*attach any written documentation of such designation*), and/or
  - d. \_\_\_ through some other set of circumstances (*please explain on a separate sheet*).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known addresses of the child’s parents are:

Mother: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Father: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters

for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

\_\_\_\_\_ Dated \_\_\_\_\_  
Signature of Adult in Legal or Actual Charge or Control

\_\_\_\_\_ Home Address of Adult in Legal or Actual Charge or Control Home Phone \_\_\_\_\_

\_\_\_\_\_ Daytime Work Address \_\_\_\_\_ Daytime Work Phone \_\_\_\_\_

**NOTE:** SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A PHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THIS STUDENT SHALL ALSO SIGN THE FORM.

- This child is homeless, which is the reason items were left blank.
- This adult does not have a phone number or address where he/she may generally be reached during the school day.

**PART II – Student information**

Student's Name:	DOB:	Grade Level:
School Last Attended:	School Address:	Telephone:
Special Needs/Concerns:		

**PART III—Expulsion Status**

Has the child been expelled from school (either public or private, and in any state)?  Yes  No

Has the (time period) of the expulsion been completed?  Yes  No

If "no," state the reason for the expulsion and the term (time period) of the expulsion: \_\_\_\_\_

\_\_\_\_\_